

## **CHAPTER 10**

### **DESIGNATIONS AND REVOCATIONS**

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## Chapter 10

### Designations and Revocations

This chapter outlines agency specific guidelines for designation and revocation of agency personnel involved in processing Emergency Firefighter payrolls and vendor payments.

#### **11 Bureau of Indian Affairs**

##### **11.1 Authority to Request Designation**

Regional Directors may request that eligible employees be designated as Certifying Officers (COs) or Assistant Disbursing Officers (ADOs). The Regional Director sends the request to the Designating Official, Bureau of Indian Affairs, National Interagency Fire Center (BIA/NIFC). The Designating Official is the only person authorized to request designation from the Department of Treasury for BIA.

##### **11.2 Employees Eligible for Designation**

Only qualified, permanent, full-time federal personnel are eligible. Qualified is defined here as having successfully completed required training and Job Task Books, and having the position identified in the Individual Development Plan (IDP). Individuals who are designated as COs and ADOs should have their position descriptions amended to reflect the duties of these positions.

##### **11.3 Designation Recommendation by Unit**

###### **11.3-1 Agency Processing of Designation**

The Administrative Officer (Agency Superintendent) determines the need, and initiates the request to the Regional Director.

###### **11.3-2 Regional Office Program **Point of Contact** shall take the following steps:**

- a. Confirms or denies the Agency's request.

- b. References U.S. Department of Treasury Handbook and prepares a memo for the Regional Director's signature transmitting the following completed forms to the Bureau's delegated official, Chief, Branch of Fire Management NIFC, requesting designation:

1. For ADOs:

FMS 5583 Signature Card (See Treasury Handbook, Appendix C, Exhibit 2) and TFS 3023 Specimen Signature Sheet (see Appendix C, Exhibit 3).

2. For COs:

FMS 210 (See Appendix C, Exhibit 3A).

11.4     Designating Office, Branch of Fire Management, NIFC will take the following actions:

11.4-1   Assistant Disbursing Officers:

- a. Certify on FMS 5583 that the signature is that of the ADO named.
- b. Prepare a letter to Department of Treasury, Kansas City, MO, requesting designation, providing a copy to the requesting Regional Office.
- c. After receiving the Treasury designation, send a copy of the Treasury Form Letter KC-AMB 1720 (See Appendix C, Exhibit 5), and the Assistant Disbursing procedures and Information Handbook to the requesting Regional Office for forwarding to the appropriate ADO. **New ADOs are responsible for contacting User Support to ensure an account has been established within EFF-Pay.**
- d. ADO designations are valid until revoked.

11.4-2   Certifying Officers:

- a. Certify on FMS 210 that the signature is that of the CO named.
- b. Prepare a letter to the Department of Treasury, Washington, DC requesting designation, providing a copy to the requesting Regional Office.

- c. After receiving the Treasury designation, send a copy of the Treasury Form Letter with the handbook "Now That You're A Certifying Officer".

### 11.5 Re-designation of Certifying Officers

A Certifying Officer's designation is good for two years. Notification from Treasury will be sent to the Bureau's Designating Official two months prior to the expiration of the designation. The Designating Official will either sign and return to Treasury or will let the designation lapse, depending on comments from Regional POC's. The Designating Official may revoke the CO on form FMS 210. It is incumbent upon the POC's to keep track of their COs designation in their Regions, as the Bureau's Designating Official may not receive a letter and the COs designation may automatically lapse.

### 11.6 Revocation of Designation

**Purpose:** Personnel who have been transferred, switched duties, separated from government service, deceased, and to mitigate situations involving personnel with unsatisfactory performance.

#### 11.6-1 Assistant Disbursing Officers:

- a. Request is initiated by the Agency Administrator to the Regional Director. Prior to doing this the check stock must be inventoried and a Check Stock Transfer/Receipt (Form KC-CAS-2101) prepared (See Treasury Handbook Appendix C, Exhibit 9). The "receiving ADO" can be a specified ADO or it can be the U.S. Department of Treasury, Kansas City, MO. **Checks must not be returned to Branch of Fire Management, NIFC under any circumstances.**
- b. Regional POC prepares a request for revocation, signed by the Regional Director to the Chief, Branch of Fire Management, NIFC. The Regional Director must attach a copy of Form KC-CAS-2101, Check Stock Transfer/Receipt. Designating Official, Branch of Fire Management, NIFC, will request revocation from Treasury. Branch of Fire Management, NIFC will forward a copy of the returned Treasury revocation letter to the requesting

Regional Director. Note: Treasury will not confirm a revocation until all outstanding checks have been reconciled and the Check Stock Transfer/Receipt Form has been received by them.

11.6-2 Certifying Officers:

- a. Request is initiated by the Agency Administrator to the Regional Director using Form FMS 210.
- b. Regional office Point of Contact prepares a request for revocation, signed by the Regional Director to the Chief, Branch of Fire Management, NIFC.
- c. Designating Official, Branch of Fire Management, NIFC, will request revocation from Treasury. Branch of Fire Management, NIFC will forward a copy of the returned Treasury revocation letter to the requesting Regional Director.

11.6-3 Designating Office, Branch of Fire Management, NIFC:

- a. Contacts User Support notifying them of all revocations.
- b. Contacts User Support notifying them of all payment team suspensions.

## **12      Bureau of Land Management**

### **12.1      Designation of an Assistant Disbursing Officer (ADO)**

Field offices requesting designation of a new ADO should send the request through the State Director to the Office of Fire and Aviation Management, attention Ed Lewis, FA-100. Approved requests will be forwarded to the BLM National Business Center for ADO designation.

Once the Treasury designation has been received, the new ADO will notify User Support to establish an account in EFF-PAY.

The U.S. Department of Treasury, ADO Handbook provides instruction on procedures and required forms for the designation process.

### **12.2      Revocation of Designation**

ADO revocations should be sent directly to the BLM National Business Center, attention Marcia Lane, BC-610. A copy of the revocation request should be sent to Ed Lewis, FA-100 and User Support.

### **12.3      Assistant Disbursing Officer Requirements**

IM OF&A 99-014, dated May 11, 1999, provides guidance to specific requirements of the BLM ADO program.

**13**      **National Park Service**

Will be updated upon receipt of information from NPS.

**14**      **Agency Supplemental Information**

**15**      **Agency Exhibits**